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PART IV-A

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Central Acts

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 17th April, 2025

No. GS/2025/06/CST/10.2021/51080/G:- Government of Gujarat appoints Shri P. S. Gadhavi, Retired Principal District Judge, Gir Somnath as a Member of the Gujarat Civil Services Tribunal, Gandhinagar with effect from the date he assumes the charge of that office which is lying vacant.

Terms and Conditions of appointment will be notified later on.

By order and in the name of the Governor of Gujarat,

SUNAINA TOMAR,

Additional Chief Secretary to Government.

SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT**NOTIFICATION**Sachivalaya, Gandhinagar, 17th April, 2025**CONSTITUTION OF INDIA.**

No. GL/06/SJED/EOD/e-file/17/2024/1829/J:- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of all the rules made in this behalf, the Governor of Gujarat hereby makes the following rules to provide for regulating recruitment to the post of the Assistant Social Welfare Officer, Class III, in the subordinate service of the Directorate of Scheduled Castes Welfare, Gujarat State, namely:-

1. (1) These rules may be called the Assistant Social Welfare Officer, Class III, under the Directorate of Scheduled Castes Welfare, Recruitment Rules, 2025.
- (2) They shall come into force on the date of their publication in the *Official Gazette*.
2. Appointment to the post of the Assistant Social Welfare Officer, Class III, in the subordinate service of the Directorate of Scheduled Castes Welfare shall be made by promotion of a person who possesses 'Good' benchmark for being considered fit for promotion within the zone of consideration as laid down in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; from amongst the persons who,
 - (a) have worked for not less than five years in the cadre of Social welfare Inspector, Class III, in the subordinate service of the Directorate of Scheduled Castes Welfare, Gujarat State;
 - (b) have passed the prescribed departmental examination; and
 - (c) have passed the qualifying examination for computer knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006:

Provided that where the appointing authority is satisfied that the person having the experience as specified in clause (a) above is not available for promotion and that it is necessary in the public interest to fill up the post by promotion even of a person having experience for a lesser period; it may, for reasons to be recorded in writing, promote such person who possesses experience of a period of not less than two-thirds of the period specified in clause (a) above.

By order and in the name of the Governor of Gujarat,

N. H. GADHAVI,

Joint Secretary to Government.

SPORTS, YOUTH AND CULTURAL ACTIVITIES DEPARTMENT**NOTIFICATION**Sachivalaya, Gandhinagar, 14th May, 2025**CONSTITUTION OF INDIA.**

No. GYC/04/2025/SYCAD/SMD/e-file/19/2023/0746/D(PYKKA Cell) :- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of all the rules made in this behalf the Governor of Gujarat hereby makes the following rules to provide for regulating the conditions of services of persons directly recruited to the post of Prant Yuva Vikas Adhikari, Class III, in the offices of the Commissionerate of Youth Services and Cultural Activities, in so far as they relate to their Pre-service Training and passing of Post-Training Examination, namely:-

1. Short title, extent and commencement. -
 - (1) These rules may be called the Prant Yuva Vikas Adhikari, Class III (Pre-service Training and passing of Post-Training Examination) Rules, 2025.
 - (2) They shall come into force from the date of their publication in the *Official Gazette*.

- (3) Notwithstanding anything contained in any other rules governing appointment to the post of Prant Yuva Vikas Adhikari, Class III, these rules shall apply to the persons directly recruited as Prant Yuva Vikas Adhikari, Class III, posts in the State of Gujarat otherwise than by promotion from a lower post.

2. Definitions.- In these rules, unless the context otherwise requires,-

- (a) "Appendix" means Appendix an appended to these rules;
- (b) "Contractual Post" means the post of Prant Yuva Vikas Adhikari, Class III, in the offices of the Commissionerate of Youth Services and Cultural Activities, on which the direct recruits are appointed on contractual basis;
- (c) "direct recruit" means a person appointed on contractual basis on the post of Prant Yuva Vikas Adhikari, Class III, on the recommendation of the Gujarat Subordinate Service Selection Board, Gandhinagar through competitive examination;
- (d) "Director General" means the Director General of Sardar Patel Institute of Public Administration (SPIPA);
- (e) "examination" means the Post-Training Examination held by the Sardar Patel Institute of Public Administration (SPIPA) that has imparted Pre- service training to the direct recruits;
- (f) "Government" means the Government of Gujarat;
- (g) "Institute" means the Sardar Patel Institute of Public Administration (SPIPA) or such Institute as may be notified by the Government;
- (h) "Old rules" means the rules in force immediately before the appointed date;
- (i) "Specified chances" means the number of chances specified in these rules within which a person is required to pass the examination;
- (j) "Specified period" means the period specified in these rules within which a person is required to pass the examination;

3. Institutional training.-

The direct recruit shall be required to undergo institutional training in the Institute and pass the examination conducted by the Institute in accordance with the following provisions, namely:-

- (1) The institutional training shall be for a period of eight weeks. This training shall be imparted by the Institute;
- (2) The direct recruits shall be under the control of the Director General of the institute during the period of their whole institutional training;
- (3) The examination shall be held by the Institute after the institutional training period is over. The direct recruits who have completed the institutional training programme shall be required to pass the examination. After completion of the institutional training, the direct recruits shall be required to work in their respective offices until their Post-Training examination.

4. Eligibility to appear in the examination.-

- (1) In order to qualify for appearing in the examination, a direct recruit shall be required to attend a minimum of 85% of the total number of lectures in the institutional training otherwise he shall be disqualified for appearing in the examination and his service shall be liable to be terminated from his contractual appointment;
- (2) During the period of institutional training, a direct recruit shall not be allowed any type of leave or absence for more than three days. If the direct recruit remains absent for more than three days and the

Director General of the Institute is satisfied that his absence is not due to any unavoidable circumstances beyond his control, he may direct to deduct the pay of the direct recruit for the days of his absence.

5. Specified Chances and period for passing the examination.-

- (1) The direct recruits shall be required to pass the examination within maximum three chances during their contractual period:

Provided that a person belonging to the Scheduled Castes or the Scheduled Tribes who is unable to pass the examination within three chances, shall be allowed one additional chance which shall be required to be availed of within a period of one year from the date of declaration of result of the examination of his third chance.

Provided further that if a person who has been provided any chances under the old rules shall be allowed the remaining chances under these rules.

- (2) If a direct recruit fails to pass the examination within the specified chances and specified period as required under these rules, his services shall be terminated:

Provided that if, in a case, the State Government is satisfied that a person could not pass the examination within specified period and specified chances for the reasons beyond his control, it may, after recording reasons in writing allow him not more than two additional chances to pass such examination on payment of such examination fee as may be determined by the Government from time to time:

Provided further that, If a person passes the examination after availing the additional chances, he shall not be entitled to claim seniority over those persons who have passed such examination earlier than him within the specified chances and specified period.

- (3) In the circumstances mentioned in sub-rule (1) and sub-rule (2) above, if the examinations are not conducted in time or the result thereof cannot be declared before the contractual period of the direct recruits is over, his contractual period shall be deemed to have been extended till the declaration of the result of the examination of his last additional chance, avail to him.
- (4) Not appearing in the examination, shall be considered as a chance.

6. Standard for passing the examination.-

- (1) The standard for passing the examination shall be fifty per cent (50%) of the total marks assigned to each paper.
- (2) An unsuccessful candidate who secures fifty per cent (50%) or more marks in any one or more papers shall be exempted from appearing in those papers in the subsequent examination.
- (3) In case a candidate is not able to obtain the qualifying standard in only one question paper in a examination, such candidate shall be given grace marks up to 5% of total marks for that question paper and thereafter, if he obtains the marks equal or more than qualifying standard, he shall be declared pass.

7. Syllabus and Scheme of examination.-

- (1) The syllabus for examination shall be as mentioned in APPENDIX-'I' appended to these rules.
- (2) The examination shall consist of five papers. Each paper shall be of 100 (one hundred) marks. The examination shall consist of Multiple Choice Questions (MCQs) except paper IV which shall be descriptive. Answers of paper IV shall be required to be written in English or Gujarati, as per the instructions given in the paper.
- (3) The candidate shall be allowed to answer the questions of papers with the help of books, except paper IV which shall be answered without books.

Explanation: "With books" means the original book of the subjects approved by the Government or the Institute from time to time which includes bare Acts /or rules without any commentaries or case laws and includes manuals issued under the Act published or approved by the Government.

8. Books for institutional training and examination.- The Institute shall provide books for institutional training and examination to the direct recruits without obtaining any security deposit during their institutional training in the Institute. The direct recruits shall be required to return the books as soon as the examination is over. In case of their loss or damage, the price of the books shall be recovered from the direct recruits by the Institute.
9. Result of Examination.- The Director General shall declare the result of each examination and shall submit the same to the Government.
10. Prohibition to use certain device in the Examination Hall.- No direct recruit shall be allowed to carry with him any other electronic communication devices like a pager, cellular phone, laptop, i-pad, smart watch, calculator, etc. in the examination hall.
11. Security and Surety Bond.- Every direct recruit shall be required to execute a bond in the Form as specified in Appendix 'II', appended to these rules.
12. Miscellaneous Provisions.-
 - (1) The Director General is entitled to change or alter the schedule of institutional training and/or examination as per the prevailing circumstances.

APPENDIX-'I'

(see rule 7(1))

Syllabus for the Prant Yuva Vikas Adhikari, Class III, (Pre-service Training and Post-Training Examination) for the direct recruits.

Paper I. Office Procedure, Acts and Manuals (With Books) (MCQs)

Total-100 Marks, Duration: Three hours.

1. Manual of Office procedure (Non-Secretariat).
2. Secretariat and field relationship.
3. Gujarat Legislative Assembly Rules.
4. Loksabha/Rajysabha questions - their types and procedure.
5. Channel of submission.
6. The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.
7. The Right to Information Act, 2005.
8. Rules of Business and instruction issued there under.
9. Administrative Reforms – Need and measures.
10. Departmental examination rules/Recruitment rules.

Paper II. Service matters (With Books) (MCQs)

Total-100 Marks, Duration: Three hours.

1. The Gujarat Civil Services (Conduct) Rules, 1971.
2. The Gujarat Civil Services (Discipline and Appeal) Rules, 1971.
3. The Gujarat Civil Service Rules, 2002 (Vol. 1 to 8).

4. Policy regarding Performance Appraisal Report.
5. Reservation Policy of State Government and Roster Registers (How to prepare/maintain Roster Register and allocation of Roster Points).
6. The Gujarat Public Service Commission (Consultation) Regulation, 1960.
7. The Prevention of Corruption Act, 1988.

Paper III. Financial matters (With Books) (MCQs)

Total-100 Marks, Duration: Three hours.

1. The Gujarat Budget Manual, (Volume-1).
2. The Gujarat Financial Rules, 1971.
3. The Gujarat Treasury Rules, 2000.
4. The Financial Powers (Delegation) Rules, 1998.
5. Gujarat State Procurement Policy.
6. Bombay contingency Expenditure Rules, 1959.

Paper IV. Noting and Drafting (Without Books)

Total-100 Marks, Duration: Three hours.

1. Drafting and Noting in English and Gujarati.
2. Public relations and communication.
3. Correspondence with the public and other institutions.
4. High Court matters-Preparation of Para wise Remarks, Filing of Affidavit etc. and Drafting of 'Speaking Orders'.
5. Different types of letters and the difference between them.
6. Different types of Government Order, its utilization; importance (GR, Notification, Circular, Office Order, Memorandum, etc).
7. Translation from English to Gujarati.
8. Translation from Gujarati to English.

Paper V. Constitution of India and Rules, Schemes, Activities relating to Office (With Books) (MCQs)

Total 100 Marks, Duration: Three hours.

2. Fundamental Rights.
3. Directive Principles of State Policy.
4. Public Service Commissions (Article 315 to 323).
5. Supreme Court and High Courts.
6. Election Commission.
7. Finance Commission.
8. Union list, State list and Concurrent list.
9. Youth and Adventure Activities; Youth Activities Scheme Rules; Adventure Activities Scheme Rules; Sahas, Saurya, Seva, Tabibi, and Jaher Sukhakari; Youth Awards.

10. Cultural Activities; Cultural Activities Scheme Rules; Cultural Activities Scheme Implementation.
11. Administrative set up and functions of Commissionerate of Youth Services and cultural activities.
12. Youth Policy.
13. Kala Maha kumbh.
14. Gujarat State Yog Board Scheme.
15. Swami Vivekanand Gujarat State Youth Board Scheme.

APPENDIX-‘II’

(see rule 11)

SECURITY BOND

Know all men by these presents that Ia candidate selected for appointment to the post of..... on contractual basis in accordance with the rules contained in Government Notification,.....Department, No.....dated the.....(hereinafter referred to as "the rules") and held and firmly bound up to the Governor of Gujarat exercising the executive power of the Government of the State of Gujarat (hereinafter referred to as "the Government" which expression shall, unless the context otherwise requires, include his successors in office and assigns)in the amount equal to pay and allowances paid to me by the Government during my training plus amount prescribed by the Government from time to time towards the cost of training imparted to me by the Institute. Being an expenditure incurred by the Government to my training and which is to be paid to the Government for which payment, well and truly to be made. I bind myself, my heirs, executors, administrators and legal representatives by these presents..... Whereas I am required under the rules to execute a bond for refund to the Government of the amount equal to pay and usual allowance drawn by me during the training in the event of my (a) failure to complete the institutional training, or (b) failure to appear in the Post-training Examination, or (c) failure to comply with any of the provisions of the contractual rules, if any, to the satisfaction of Government my regular appointment on satisfactory completion of the contractual period. Now, the condition of the above-written bond is that, if, I duly and faithfully observe and perform the stipulations and condition on my part to be observed and performed as contained in the said rules (which rules shall be deemed to form part of these presents), then the above-written bond shall be void, otherwise the same shall remain in full force and effect;

Provided that without prejudice to other rights or remedies, it shall be open to the Government to recover the amount payable under this bond as arrears of land revenue.

In witness whereof, I have here to set my hand this day..... of..... 20.....

Signature of the Candidate.

Signed and delivered by the above-named in the presence of:-

1. Signature and full address :

2. Signature and full address :

SURETY

We.....and.....residing at.....in taluka.....
 District.....Declare ourselves sureties for the above named.....(hereinafter referred to as "the candidate") and guarantee that the candidate shall do and perform all that he has undertaken to do and perform and in case of his (1) failure to complete the institutional training or (2) failure to appear in the Post-training Examination, or (3) failure to comply with any of the provisions of the contractual rules, if any, to the satisfaction of the Government, we hereby bind ourselves jointly and severally to forfeit to the Government of Gujarat exercising the executive power of the Government of State of Gujarat (hereinafter referred to as "the Government") the amount equal to the pay and allowances paid to him by the Government during his training plus amount prescribed by the Government from time to time towards the cost of training imparted to him by the Institute. Being an expenditure incurred by the Government on his training in which the candidate has bound himself and we agree that the Government may, without prejudice to other rights or remedies available to the Government recover the said amount from us as arrears of land revenue; and we also agree that any variation of the terms and conditions specified in the said rules shall not discharge us from our liabilities to pay the said amount and for the purpose of enforcement of our liability under this agreement, our liability shall be joint and several with that of the candidate.

Dated this.....day of..... 20... Signed and delivered by the said.

Date:

Signature of Surety.

Place:

Full address and occupation.

Date:

Signature of Surety.

Place:

Full address and occupation.

In the presence of:

Signature,

Full address and occupation of witness:

Signature,

Full address and occupation of witness:

By order and in the name of the Governor of Gujarat,

SUNIL SALUJA,

Under Secretary to Government.

